

APPENDIX D

DOH Polluted Runoff Control Program Section 319(h) Grants: Information and Sample Application Form

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**Hawaii Department of Health
Clean Water Branch
Polluted Runoff Control Program**

**Information on Request for Proposals
FY1999-2000 Grants for Implementation Projects & Loans for HCWSRF**

- DESCRIPTION:** Request for proposals for polluted runoff control management projects to address nonpoint source pollution, statewide polluted runoff within selected Category 1 Watersheds as identified in the State's Unified Watershed Assessment, and to implement portions of the Hawaii Coastal Nonpoint Pollution Control Plan.
- FUNDING SOURCES:**
1. Grant
U. S. Environmental Protection Agency Clean Water Act Section 319(h) Nonpoint Source Pollution Management Grant, Federal Fiscal Years 1999 and 2000.
 2. Loan
Hawaii Clean Water State Revolving Fund Loan
- REQUESTING AGENCY:** Polluted Runoff Control Program
Clean Water Branch
Hawaii State Department of Health
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4912
- CONTACT PERSON:** Mr. Randall Rush
Program Coordinator
Phone: (808) 586-4309 Fax: (808) 586-4352
- PROPOSAL FORMAT:** Submission of a proposal is the first step in the application process. Use the PROPOSAL FORM provided by the requesting agency.
- PROPOSAL DEADLINE:** Mail or hand deliver six copies of the completed form to the requesting agency by 4:00 pm on Friday, June 30, 2000. Contact Randy Rush for copies of the proposal format. Facsimile transmissions will NOT be accepted.
- ELIGIBLE APPLICANTS:** Non-profit organizations, including non-federal government agencies, environmental groups and universities can apply for and receive grant funds. Federal agencies may participate in the project, but may not apply for nor receive grant funds. Non-profit

organizations are required to submit State tax and Federal tax clearance forms to DOH prior to awarding of any grant funds.

**ELIGIBLE PROJECTS
AND ACTIVITIES:**

Projects that prevent, control, and/or reduce nonpoint source pollution of Hawaii's water resources are eligible for funding. Projects may include, but are not limited to, one or more of the following activities: implementation of a portion of the Hawaii Coastal Nonpoint Pollution Control Plan, implementation of best management practices (BMPs), demonstration of a new or innovative BMP or institutional approach to accelerate technology transfer and adoption, restoration of resources, enhancement of resources, information and education programs, and coordination of citizen or volunteer monitoring programs which lead to the implementation of BMPs. Projects that fall within the Category 1 Watersheds as listed in Hawaii's Unified Watershed Assessment shall also be considered.

**ACTIVITIES NOT
ELIGIBLE:**

Include (1) planning, research, or assessment activities other than those conducted to evaluate the project may not be included in projects, except if done in connection with addressing nonpoint source groundwater resource problems or if implemented with non-grant funds and (2) activities undertaken pursuant to National Pollution Discharge Elimination System (NPDES) permit requirements.

FUNDING:

Grant requests of and up to \$120,000 will be considered. Grant funds shall only be used for the implementation of eligible activities and may consist of no more than 50% of the total project costs. A maximum of 10% of the total grant funds can be used for administrative purposes, which include costs related to clerical and fiscal management of the project. Fringe benefits shall not exceed 10% of salaries paid from grant funds. Indirect costs shall not exceed 10% of salaries plus fringe. Grant funds may not be used to pay for out of State travel. Grant funds must be matched 100% with funding or contributions from non-federal sources. Contributions can include purchased or donated labor, equipment, supplies, and materials. Match items shall be subject to the requirements of US EPA 40 CFR Ch.1 (7-1-98 Edition), 31.24 Matching or cost sharing. A copy is attached for your reference. Loan Applicants are also encouraged to apply for Clean Water Act State Revolving Fund Loans to carry out nonpoint source control work. Requests of \$500,000 up to \$2,000,000 shall be considered.

Loans are at a low interest rate (2/3 of the current market rate). Loans can pay 100% of activity cost. Applicants must provide proof of a dedicated payback source and will need to enter into a loan agreement with the Department.

**REQUIRED PROJECT
ACTIVITIES FOR
GRANT APPLICANTS:**

MONITORING activities are required to adequately evaluate project effects and effectiveness so that project objectives, expected results, and benefits can be documented and quantified. Examples, of quantifiable environmental results for ‘on the ground’ type projects include (1) the number of measures implemented (e.g. BMPs), (2) the reduction in pollutant loadings or prevention of new loadings (e.g. lbs. or %), and (3) the improvement in biological or physical parameters. Quantifiable environmental results for ‘information and education’ type projects include (1) the number of events conducted (2) the number of participants in the event(s), and (3) an increase in NPS pollution awareness, education, and knowledge of preventive behaviors or methods of the participants based on pre and post survey analysis.

PUBLIC INFORMATION, EDUCATION AND PARTICIPATION activities are required to adequately educate, inform and/or involve the interested and affected public and to transfer technology. Activities may include, but are not limited to: establishing effective public outreach methods, field demonstration days, brochures, oral presentations, newspaper articles and volunteer citizen participation.

NUTRIENT AND PESTICIDE MANAGEMENT activities in compliance with appropriate Federal/State/local standards must be practiced by and owners or operators of demonstration project sites.

PREPARATION AND MAINTENANCE of all physical measures installed with grant funds must be conducted for an appropriate period of time, depending on the type of measure installed and as specified by appropriate Federal/State/local standards.

REPORTS required: Quarterly Status Reports, Final Project Report, Monthly and Cumulative Expenditure Reports, Monthly and Cumulative Non-federal Contribution Reports.

SELECTION

PROCESS:

This is a multi-step process. Proposals will be evaluated and selected by Clean Water Branch technical staff according to the priorities outlined. Applicants will be notified of Proposal selection or non-selection by August 2nd, 2000.

Applicants with selected proposals will be required to prepare a final project proposal based on the format to be provided. Applicants may request a meeting with the NPS Program staff to discuss preparation of their final project proposals. Six copies of the final proposal must be mailed or hand-delivered to the requesting agency by 4:00 pm on the date designated by the Clean Water Branch. Facsimile transmission will not be accepted. Final project proposals will be evaluated and ranked by an Interagency Review Committee according to the same priorities as for the proposals.

The Department anticipates making final selection or non-selection of projects by October 2, 2000.

Selected project applicants, along with all participating organizations, will be required to meet with NPS staff to review project sites(s) and discuss grant requirements. Project proposals may require revision to meet quality assurance and quality control requirements and to better address the list priorities. State guidance for fiscal years 1999 and 2000 may change due to revisions in Federal guidance from U.S. EPA and changing STATE priorities.

Applicants should expect a 6-8 month period from date of selection notification for a contract to be developed and finalized between the applicant and the Department.

FUNDING

AVAILABILITY:

Grants - Grant funds shall be available to the selected project applicants after the contract for services between the applicant and the Department of Health is fully executed. Grant funds shall be dispersed to the selected project applicants on a **cost-reimbursable basis only**. An advance of one month/project period is available upon request and is available after a contract for services between the applicant and the Department of Health is fully executed. Any agreement arising out of this offer is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval Governor, required by statute regulation, rule, order or other directive. Due to the STATE

procurement procedures, funds may not be available for approximately nine months after the final proposal is received.
Loans - A loan project will be ranked according to the priorities for project selection as stated below. It will be placed on a State priority list for loan funds available for nonpoint source control projects. Its funding is subject to availability of loan funds in conjunction with meeting all loan application requirements of the Department.

PROJECT
PERIOD:

Grants - Projects shall be funded for a maximum period of 24-months after contract execution including preparation of all reports.

Loans - Projects should be for two years and will have a flexible payback schedule subject to the loan agreement.

PRIORITIES FOR
PROJECT
SELECTION:

Priority consideration will be given to projects that propose to accomplish one or more of the following outcomes:

- ☐ Meet all project requirements as shown in this document.
- ☐ Implements a portion of Hawaii's Coastal Nonpoint Pollution Control Management Plan
- ☐ Make a significant impact in addressing nonpoint source and/or pollution in watersheds with Water Quality Limited Segments (WQLSs). For instance, the demonstration of an innovative BMP which addresses a major pollutant affecting one or more high priority WQLSs or the implementation of BMPs in a watershed or large-scale basis to address major pollutants affecting a high priority WQLS. (WQLSs, as identified by the Hawaii State Department of Health, do not meet or are not likely to meet State water quality standards without the implementation of additional measures to control NPS pollution).
- ☐ Are part of a comprehensive watershed initiative/management effort that address all of the major sources of NPS pollution affecting water quality in watersheds Statewide and Category 1 Watersheds as stated in the Unified Watershed Assessment (see attached list and maps). These watersheds are in need of restoration

and do not meet, or face imminent threat of not meeting clean water and other natural resource goals. Projects may be one phase of a comprehensive plan, a continuation or completion of a previous project, or implementation of a previous demonstration project. If a project is part of a watershed restoration action strategy, it should cite which watershed assessment or management plan it is from. Please note that projects located in Pelekane Bay, West Maui, and Ala Wai Watersheds will not receive points for special geographic targeting. These areas have received federal congressional appropriations and Unified Watershed Assessment implementation funds

☐ Projects should also include one or more of the following specific activities:

☐ Explicit short term and long term goals, objectives, strategies to protect surface and groundwater.

☐ A balanced approach that emphasizes both Statewide nonpoint source programs and on the ground management of individual watersheds where waters are impaired and threatened.

☐ Abatement of water quality impairments from existing sources and prevents threats to water quality from present and future activities.

☐ Environmental Education and development of an Effective Public Outreach Method.

☐ Program integration with other environmental and natural resource management programs.

☐ Demonstrate interagency cooperation by involving other organizations.

☐ A budget that clearly delineates expenditures and seems reasonable in its costs.

Prioritized List of Hawaii's Category I Watersheds

Watershed & Island	County	Specific Pollutant
First Tier Watersheds		
South Molokai, Molokai	Maui	nutrients, suspended solids, turbidity
Koolaupoko, Oahu	Honolulu	siltation, nutrients, pathogens, turbidity, exotic species, other habitat alterations.
Nawiliwili Bay, Kauai	Kauai	turbidity, metals
Second Tier Watersheds		
Hanapepe Bay, Kauai	Kauai	nutrients
Hilo Bay, Hawaii	Hawaii	turbidity
Honolulu Harbor, Oahu	Honolulu	nutrients, siltation, turbidity
Kahana Bay, Oahu	Honolulu	siltation, suspended solids
Kahoolawe	Maui	siltation, turbidity, metals
Kahului Bay, Maui	Maui	nutrients, pathogens
Keehi Lagoon, Oahu	Honolulu	siltation, suspended solids, turbidity
Kewalo Basin, Oahu	Honolulu	nitrogen
Pearl Harbor, Oahu	Honolulu	nutrients, siltation, turbidity, organic chemicals
Kaiaka-Waialua Bays, Oahu	Honolulu	turbidity
Waimea Bay, Kauai	Kauai	nutrients

The following are also listed as priority watersheds, however they will not qualify for geographic targeting points in this year's selection process because of increased funding available through Unified Watershed Assessment implementation funds and special congressional appropriations.

Watershed & Island	County	Specific Pollutant
West Maui, Maui	Maui	nutrients, suspended solids, turbidity, pathogens
Pelekane Bay, Hawaii	Hawaii	nutrients, pathogens, turbidity
Ala Wai Canal, Oahu	Honolulu	pesticides, metals, lead, nutrients, nitrogen, phosphorous, siltation, pathogens, turbidity

Criteria for Proposal Evaluation

The Department Review Panel and the Interagency Review Panel will use the following criteria in selection of a proposal:

15%	Water Quality Issue and Pollutant Priority to be Addressed
15%	Potential for Significant Results/Benefits
15%	Geographic Targeting
10%	Demonstration of Interagency Cooperation
10%	Public Outreach and Education
10%	Costs
5%	Watershed Initiative

**Hawaii Department of Health
Clean Water Branch
Polluted Runoff Control Program**

***Proposal Application for Polluted Runoff Control Projects
FY 1999-2000 319(h) Clean Water Act Grant Funds and FY2000 Hawaii CWSRF Loan***

This form is to be used for both the Section 319(h) grant application and for the Hawaii CWSRF loan application. If the applicant wants to be eligible for both the grant or loan, check yes or no in the bolded line after item 2, at the bottom of this page. Otherwise, if not checked, the Department assumes the applicant is only interested in competing for the grant.

Please complete the information requested on this form. Do NOT alter this form or attach any additional sheets, unless requested or specifically allowed. Please mail or hand deliver six copies of the completed form to the requesting agency by 4:00 p.m. Friday, June 30, 2000. Facsimile transmissions shall NOT be accepted.

1. PROJECT TITLE:

2. APPLICANT INFORMATION:

Agency/Organization:

Project Manager:

Title:

Address:

Phone:

Facsimile:

Employer Federal Identification Number: 99- _____

If you are a State or County agency, and you are not selected for grant funding, would you like to be considered for a Hawaii CWSRF Loan? **YES ☐** **NO ☐**

3. PROJECT PERIOD (Maximum project length: 24-months, including report preparation.)

Start Date:

End Date:

4. FISCAL SUMMARY:

Grant Funds Requested: \$	%
Non-federal Contributions: \$	% (minimum 100% required)
Total Project Cost: \$	100%

5. PROJECT SITE DESCRIPTION (Fill in the following items and attach a map showing island location and project site boundary.)

Location:

Land Owner:

Land User:

Size of treatment (acres, miles, feet, etc.):

Type of Land Use(s):

[100%]

6. WATER QUALITY PROBLEMS: (Describe the nature and extent of threats or problems necessitating the project and name the water bodies and watersheds affected.)

7. PROJECT PURPOSE: (Describe what is to be demonstrated or implemented, be specific.)

8. PROJECT GOALS: (Describe the NPS pollutants to be prevented, controlled, and/or reduced and to what extent.)

9. PROJECT BENEFITS: (Describe the expected results, impacts, and/or benefits of the project.)

10. RELATIONSHIP TO OTHER PROJECTS: (Describe the relationship to other projects. e.g., Is the project a 'stand alone' project, a continuation of an existing project, or is it part of a larger more comprehensive project?)

11. SCOPE OF WORK:

Describe in chronological order, the activities to be conducted to implement the project. Include activities to be conducted by all participating organizations, including federal. If appropriate, describe work products.

For required project activities (monitoring, public education, nutrient management, O&M, and reports), please use the heading as indicated below. All other activities are considered general project activities.

Grant recipients will not be reimbursed for expenses associated with activities that begin before the contract is fully executed. If activities of this type are to be included in the project, please describe them and identify them as such under general project activities.

A. General Project Activities:

B. Monitoring Activities: (Describe what will be monitored and for what purpose.)

C. Public Education, Information, and Participation Activities: (Describe activities to be conducted, target audience, and for what purpose.)

D. Nutrient and Pesticide Management Activities: (For demonstration sites, describe current activities being conducted and/or planned project activities.)

E. Operation and Maintenance Activities: (Identify all physical measures to be installed with grant funds and describe activities to be conducted and time period.)

F. Reports: (list the organization or person that will be responsible for the preparation of the following required reports.)

1. Quarterly Status Reports:
2. Final Project Report:
3. Monthly and Cumulative Expenditure Reports:
4. Monthly and Cumulative Non-federal Contribution Reports:

12. PROFILE OF APPLICANT ORGANIZATION:

Purpose of Organization:

Employer Federal Identification Number: 99- _____

Experience with Similar Projects:

Role/Contribution to Project:

13. PROFILE OF PROJECT MANAGER:

Educational Background:

Relevant Work History (position, agency, job description, time period.):

Experience with Similar Projects:

Role/Contribution to Project:

14. INTERAGENCY COOPERATION:

Provide the following information for all organizations, agencies, or groups actively participating in the proposed project. Additional sheets may be attached, if more than two organizations are participating in the project.

For all organizations other than the applicant, please provide documentation of agency commitment to carry out it's role or contribute to the project. Provide a single copy of any formal

cooperative agreements, such as a “Memorandum of Understanding” or letters indicating commitment.

1. Participating Organization Name:
 Contact Person: Role/Contribution to Project:
 Phone:
 Facsimile:
 E-mail:

2. Participating Organization Name:
 Contact Person: Role/Contribution to Project:
 Phone:
 Facsimile:
 E-mail:

CALENDAR AND CHECKLIST
Polluted Runoff Control Program
FY-1999 and 2000 Grant/Loan Application

Calendar

May 8-17, 2000	Request for project proposals published in local newspapers.
June 30, 2000	Deadline for proposals in multi-tier process.
July 5, 2000	Proposal review.
August 2, 2000	Deadline for Department to notify applicants of proposal selection or non-selection for multi-tier process. Information and requirements for final proposals mailed to selected proposal applicants.
August 31, 2000	Deadline for final proposals.
September 27, 2000 second	Deadline for Interagency Review Committee to select proposals for tier for funding.
October 2, 2000	Deadline for Department to notify applicants of selection or non-selection, and award amount. Applicant must anticipate a 6-8 month period from notification date for a contract to be developed between applicant and Department.
Approximately December 1, 2002	Estimated deadline for project completion.

PROPOSAL CHECKLIST:

Please check that your proposal package meets the following requirements:

- _____ Six copies of the proposal form filled out completely.
- _____ A copy of documentation showing participating agencies' commitment to the project attached to each of the six proposal forms (proposal form item 14).
- _____ Mailed or hand-delivered to requesting agency by 4:00pm Friday, June 30, 2000. (Facsimile transmissions will NOT be accepted.)

Requesting Agency:
Polluted Runoff Control Program
Clean Water Branch, Room 301
919 Ala Moana Boulevard
Honolulu, Hawaii 96814-4912